



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
Quantico, VA 22134-5103

IN REPLY
REFER TO
1500
G-7
20 Jul 01

From: Commanding General, Marine Corps Recruiting Command (MCRC)
To: Commanding General, Marine Corps Combat Development
Command (C 461) 3300 Russell Road Suite 119, Quantico,
Virginia 22134-5029

Subj: PROGRAM OF INSTRUCTION FOR MEPS COURSE; (SSC: M06M6S4)

Ref: (a) MCO 1553.2 Management for Marine Corps Formal
Schools and Training Centers

Encl: (1) Program of Instruction for MEPS Course

1. The Program of Instruction (POI) for the MEPS Course is submitted in accordance with MCO 1553.2

2. This Program of Instruction has been developed in accordance with MCO 1553.2 w/CH 1 Dated 19 Jun 91, Management for Formal Schools and Training Centers. This POI reflects the Course Descriptive Data (CDD) approved by the Commanding General, MCCDC letter C 461M dated 23 Nov 1998.

3. MCRC point of contact is MGySgt Preston E Ford (703) 784-9425.

A handwritten signature in black ink, appearing to read "L. P. Sposato".

L. P. SPOSATO
By direction

RECORD OF CHANGES

[illegible]

MEPS COURSE
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MEPS COURSE

SECTION 1 - COURSE DESCRIPTIVE DATA

- | | |
|---|---|
| 1. Course Title | MEPS LIAISON NCO |
| 2. Location | MCRD, Western Recruiting
Region (WRR)
MCRD, Eastern Recruiting
Region (ERR) |
| 3. Marine Corps Service School
Code | M06M6S4 |
| 4. Other Service Course Number | NA |
| 5. Military Assistance
Program Articles and
Service List Number | NA |
| 6. Purpose | To provide Marines with
the core plus skills
to perform the duties
of a MEPS Liaison. |
| 7. Scope | This course includes
instruction on
Interpersonal Management
Skills, quality control,
screening techniques and
duties/responsibilities
required of a MEPS
Liaison. |
| 8. Length (Peacetime) | 5 Training days |
| 9. Curriculum Breakdown
(Peacetime) | - 40.00 academic hours
- 34.00 hours lecture
- 3.00 hours
practical application
- 1.00 hour written
evaluation
- 2.00 hours field
exercise |

MEPS COURSE

SECTION 1 - COURSE DESCRIPTIVE DATA

- | | |
|---|--|
| 9. (Cont.) | - 11.5 administrative hours
- 2.00 hours processing time
- 2.00 hours AC/S time
- 6.50 hours lunch
- 1.00 hour graduation time |
| 10. Length (Mobilization) | Same as peacetime |
| 11. Curriculum Breakdown (Mobilization) | Same as peacetime |
| 12. Maximum Class Capacity | 30 |
| 13. Optimum Class Capacity | 20 |
| 14. Minimum Class Capacity | 10 |
| 15. Class Frequency | This Course is conducted four times a year.
Twice a year at both Marine Corps Recruit Depots. |
| 16. Student Prerequisites | NA |
| 17. MOS Received | None |
| 18. Quota Control | CG, WRR, ERR (MCRC) |
| 19. Funding | See additional funding breakout in CDD. |
| 20. Reporting Instructions | Upon assignment as a MEPS Liaison and in receipt of orders, report to the perspective Region assigned, IAW a published LOI. |

MEPS COURSE

SECTION 1 - COURSE DESCRIPTIVE DATA

21. Instructor Staffing

In addition to the instructors provided by contract vendor "AchieveGlobal". Both regional AC/S Recruiting Sections provide instructors. These Marines are assigned to AC/S Recruiting and are drawn from the Recruit Liaison Section to instruct as a collateral duty.

22. School Overhead

See T/O in CDD

23. Training/Educational

In addition to the T/E requirements, the following support is required to teach this course:

Annual Class Requirements

<u>Item</u>	<u># per Student</u>	<u># per Class</u>	<u># per Year</u>	<u>Est. Cost</u>
IMS Kits	1	30	120	*
VCR Tapes	1	30	120	720.00
Military Processing Procurement Manual (MPPM)	1	30	120	672.00
Binders	1	30	120	360.00
Outlines	1	30	120	268.00

Notes: * = Paid for by MCRC through contract with "AchieveGlobal"

24. Task List

See task list in CDD

MEPS COURSE

SECTION II - SUMMARY

5 Training Days

ACADEMIC SUBJECT	HOURS P - M	ANNEX
Quality Control Division	1.75 - 1.75	A
Military Entrance Processing Station	1.5 - 1.5	B
Section of Operations		
MEPS Duties Part I	1.5 - 1.5	C
MEPS Duties Part II	1.5 - 1.5	D
MEPS Liaison Organization & Time Management	2.0 - 2.0	E
DD FORM 1966	2.0 - 2.0	F
Supporting Documents	1.25 - 1.25	G
DD FORM 4	1.50 - 1.50	H
Electronic Personnel Security Questionnaire	1.50 - 1.50	I
Moral (Police) Criteria	1.50 - 1.50	J
Waivers	1.50 - 1.50	K
Programs	2.0 - 2.0	L
Prior Service	2.0 - 2.0	M
Entry Level Training Assignment	2.0 - 2.0	N
Interpersonal Management Skills	13.5 - 13.5	O

*Student Evaluation

Field Exercise	2.0 - 2.0
Final Exam	1.0 - 1.0
Sub Total	40 - 40

ADMINISTRATIVE SUBJECTS

Processing Time	2.0 - 2.0
AC/S Time (Briefs, Etc.)	2.0 - 2.0
Graduation	1.0 - 1.0
Lunch / Dinner	6.5 - 6.5
Sub Total	11.5 - 11.5
Grand Total	51.5 - 51.5

MEPS COURSE

SECTION I11 - BODY

Peacetime/Mobilization - 5 Training Days

SUBJECT

A. Quality Control Division

This subcourse is designed to enable students to understand quality control at the region level and the daily operations of the QCD/RLS.

B. Military Entrance Processing Station

This subcourse provides the MEPS Liaison with an understanding of the MEPS Command Group and its different sections and how they operate.

C. MEPS Duties Part I

This subcourse introduces students to the duties of the MEPS Liaison

D. MEPS Duties Part II

This subcourse helps students identify the duties of the MEPS Liaison

E. MEPS Liaison Organization and Time Management

This subcourse shows students how to implement and exercise sound time management and organizational skills when encountered with a myriad of problems such as administrative errors, phone calls, special results and cut-off times.

F. DD FORM 1966

This subcourse demonstrates the MEPS Liaison with an understanding of how to complete the 1966 by using the step by step directions.

MEPS COURSE

SECTION I11 - BODY

Peacetime/Mobilization - 5 Training Days

G. Supporting Documents

This subcourse provides the MEPS Liaison the knowledge and understanding to determine the eligibility of each applicant for enlistment.

H. DD FORM 4

This subcourse is to provide you the MEPS Liaison students the knowledge and understanding of the DD Form 4 for enlistment into the Marine Corps.

I. Electronic Personnel Security Questionnaire

This subcourse provides students the information necessary to complete the Electronic Personnel Security Questionnaire

J. Moral (Police) Criteria

This subcourse enables students to determine what level waiver must be obtained to enlist an applicant which is not qualified.

K. Waivers

This subcourse provides MEPS Liaison students with the basic knowledge associated with policies pertaining to waivers.

L. Programs

This subcourse is designed to help students identify the MCO's on the various enlistment programs in order to make proper assignments to programs.

M. Prior Service

This subcourse gives students the ability to process Prior-Service other applicant and Prior-Service Marine applicant for enlistment into the Marine Corps.

MEPS COURSE

SECTION I11 - BODY

Peacetime/Mobilization - 5 Training Days

N. Entry Level Training
Assignment

This subcourse familiarizes students with the different requirements in contracting reserve recruits to include MOS recruited for vs. program, Reserve Unit recruited for and HADT/IADT recruited for.

O. Interpersonal Management
Skills

This subcourse gives students the critical communications skills needed to be a better listener, conduct discussions, give and receive constructive feedback, and manage conflict.

MEPS COURSE

SECTION IV - ANNEXES

ANNEX A - QUALITY CONTROL DIVISION

LESSON DESIGNATOR:
MEPS.1

LESSON TITLE:
Quality Control Division

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.75 - 1.75	L, D, PA, GD	VD, TP, SHO,

TERMINAL LEARNING OBJECTIVE: Given the billet of MEPS Liaison and without the aid of references be able to understand quality control at the region level and the daily operations of the QCD/RLS in accordance with MCO P1100.72B (MPPM ENLPROC) (8412.6.1).

ENABLING LEARNING OBJECTIVES:

- 1) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the three purposes of quality control in accordance with MCO P1100.72B (MPPM ENLPROC) (8412.6.1a).
- 2) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the five methods of screening used to identify fraudulent, erroneous, defective, and void enlistment's in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.1b)

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX B - MILITARY ENTRANCE PROCESSING STATION

LESSON DESIGNATOR:
MEPS.2

LESSON TITLE:
Military Entrance Processing Station
Sections of Operations

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D, PA, GD	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the billet of MEPS Liaison and without the aid of references be able to understand quality control at the region level and the daily operations of the QCD/RLS in accordance with MCO P1100.72B (MPPM ENLPROC) (8412.6.1).

ENABLING LEARNING OBJECTIVES

1) Given the billet of MEPS Liaison and without the aid of references identify in writing the MEPS responsibilities in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS)). (8412.6.2a).

2) Given the billet of MEPS Liaison and without the aid of references identify in writing the four sections within the MEPS in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS)). (8412.6.2b).

3) Given the billet of MEPS Liaison and without the aid of references identify in writing the roles of the command element in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS)). (8412.6.2c).

4) Given the billet of MEPS Liaison and without the aid of references identify in writing the three components of the MEPS Testing Section in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS)). (8412.6.2d).

5) Given the billet of MEPS Liaison and without the aid of references identify in writing the basic responsibilities of the MEPS Testing Section in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS)). (8412.6.2e).

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX B - MILITARY ENTRANCE PROCESSING STATION

LESSON DESIGNATOR:
MEPS.2

LESSON TITLE:
Military Entrance Processing Station
Sections of Operations

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D, PA, GD	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the billet of MEPS Liaison and without the aid of references be able to understand quality control at the region level and the daily operations of the QCD/RLS in accordance with MCO P1100.72B (MPPM ENLPROC) (8412.6.1).

ENABLING LEARNING OBJECTIVES:

6) Given the billet of MEPS Liaison and without the aid of references identify in writing the term "CMO" in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS). (8412.6.2f).

7) Given the billet of MEPS Liaison and without the aid of references identify in writing the reason for the MEPS dial-a-medical program in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS). (8412.6.2g).

8) Given the billet of MEPS Liaison and without the aid of references identify in writing the basic function of the MEPS Operations Section in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS). (8412.6.2h).

9) Given the billet of MEPS Liaison and without the aid of references identify in writing the USMEPCOM policy regarding walk-ins or add-ons in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS). (8412.6.2i).

10) Given the billet of MEPS Liaison and without the aid of references identify in writing the basics of Interpersonal Rapport Skills (IRS) in accordance with MCO P1100.75__ (Personnel Procurement Military Entrance Processing Stations (MEPS). (8412.6.2j).

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX C - MEPS DUTIES PART I

LESSON DESIGNATOR:
MEPS.3

LESSON TITLE:
MEPS DUTIES PART I

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL LEARNING OBJECTIVES: Given the billet of MEPS Liaison and without the aid of references be able to identify the duties of MEPS Liaison IAW VI III Guidebook for Recruiters Station Operations and MCO P1100.72B (MPPM ENLPROC). (8412.6.3)

ENABLING LEARNING OBJECTIVES:

- 1) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the procedures for scheduling and applicant for testing in accordance with the Vol III, Guidebook for Recruiting Station Operations. (8412.6.3a).
- 2) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the procedures for scheduling and applicant for processing in accordance with the Vol III, Guidebook for Recruiting Station Operations. (8412.6.3b).
- 3) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the Poolee Credits & Awards Report in accordance with the Vol III, Guidebook for Recruiting Station Operations. (8412.6.3c).
- 4) Given the Billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the Pool Attrition by Recruiter Report in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3d).
- 5) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the RS/RSS Shipping Schedule in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3e).
- 6) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the MEPS Daily Report in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3f).

REFERENCES:

1. MCO P1100.72 MPPM
2. Volume III, Guidebook for RS OPS

MEPS COURSE

SECTION IV - ANNEXES

ANNEX C - MEPS DUTIES PART I

LESSON DESIGNATOR:
MEPS.3

LESSON TITLE:
MEPS DUTIES PART I

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL LEARNING OBJECTIVES: Given the billet of MEPS Liaison and without the aid of references be able to identify the duties of MEPS Liaison IAW VI III Guidebook for Recruiters Station Operations and MCO P1100.72B (MPPM ENLPROC). (8412.6.3)

ENABLING LEARNING OBJECTIVES:

7) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the MEPS Scheduling & Result Sheet in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3g).

9) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the MEPS Quality Control Report in accordance with the Vol III, Guidebook for Recruiting Station Operations. (8412.6.3h).

10) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the MEPCOM Form 727 in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3i).

11) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the MEPCOM For 701 in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3j).

12) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the DIS Form 1 in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3k).

13) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of the 714 ADP in accordance with Vol III, Guidebook for Recruiting Station Operations. (8412.6.3l).

REFERENCES:

1. MCO P1100.72 MPPM
2. Volume III, Guidebook for RS OPS

MEPS COURSE

SECTION IV - ANNEXES

ANNEX D - MEPS DUTIES PART II

LESSON DESIGNATOR:
MEPS.4

LESSON TITLE:
MEPS DUTIES PART II

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL OBJECTIVE: Given the billet of Meps Liaison and without the aide of references be able to identify the duties of Meps Liaison in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.4)

ENABLING LEARNING OBJECTIVES:

1). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing the procedures for a Quality Assurance check of an enlistment package systematically in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.4a).

2). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing how to certify High School Verification Letters in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.4b).

3). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing how to do the MEPS Monthly Report in accordance with Vol. III, Guidebook for Recruiting Station Operations. (8412.6.4c).

4). Given the billet of MEPS Liaison and without the aide of references be able identify in writing how to maintain the Enlistment Package Reference File in accordance with Vol. III, Guidebook for Recruiting Station Operations. (8412.6.4d).

5). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing how to maintain the Enlistment Packages in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.4e).

REFERENCES:

1. MCO P1100.72 MPPM
2. Volume I, Guidebook for Recruiters
3. Volume III, Guidebook for RS OPs

MEPS COURSE

SECTION IV - ANNEXES

ANNEX D - MEPS DUTIES PART II

LESSON DESIGNATOR:
MEPS.4

LESSON TITLE:
MEPS DUTIES PART II

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL OBJECTIVE: Given the billet of Meps Liaison and without the aide of references be able to identify the duties of Meps Liaison in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.4)

ENABLING LEARNING OBJECTIVES:

6). Given the billet of MEPS Liaison and without the aide of references be able in writing how to analyze the MCRD Quality Control SitRep in accordance with Vol. III, Guidebook for Recruiting Station Operations. (8412.6.4f)..

7). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing how to have a strategy in handing NCOIC's through the use of the techniques and tools herein presented in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.4g)

8). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing how to handle Common Problems systematically through the use of the techniques and tools herein presented in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.4h)

REFERENCES:

1. MCO P1100.72 MPPM
2. Volume I, Guidebook for Recruiters
3. Volume III, Guidebook for RS OPs

MEPS COURSE

SECTION IV - ANNEXES

ANNEX E - MEPS LIAISON ORGANIZATION AND TIME MANAGEMENT

LESSON DESIGNATOR:

MEPS.3

LESSON TITLE:

MEPS LIAISON ORGANIZATION AND TIME MANAGEMENT

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L, D,	VD, TP, SHO

TERMINAL OBJECTIVE: Given the billet of Meps Liaison and without the aide of references be able to exercise sound time management and organizational skills of the Meps Liaison in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.5).

ENABLING LEARNING OBJECTIVES:

- 1). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing the minimum directive requirements of the Programs book documentation received by the Liaison systematically in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.5).
- 2). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing who is responsible for updates to the MPPM (P1100.72B) systematically in accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.5)
- 3). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing the purpose of the Computerized Data Base accordance with Vol. III, Guidebook for Recruiting Station Operations and Vol. I, Guidebook for Recruiters. (8412.6.5).
- 4). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing the items incorporated into the Turnover File in accordance with Vol. III, Guidebook for Recruiting Station Operations. (8412.6.5).
- 5). Given the billet of MEPS Liaison and without the aide of references be able identify in writing the Seven steps of Time Management in accordance with Vol. III, Guidebook for Recruiting Station Operations. (8412.6.5)

REFERENCES:

1. MCO P1100.72 MPPM
2. Volume I, Guidebook for Recruiters
3. Volume III, Guidebook for RS OPs

MEPS COURSE

SECTION IV - ANNEXES

ANNEX F - DD FORM 1966

LESSON DESIGNATOR:
MEPS.6

LESSON TITLE:
DD FORM 1966

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L, D,	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the military processing documentation, with the aid of references, and during a period of practical application, complete the DD Form 1966/1 IAW (MPPM ENLPROC) MCO P1100. 72B with change 1. (8412.6.6)

ENABLING LEARNING OBJECTIVE:

1) Given the billet of MEPS Liaison and with the aid of references and during a period of practical application, use Appendix "C" to complete the DD Form 1966/1 IAW MCO P1100. 72B (MPPM ENLPROC). (8412.6.6a)

2) Given the billet of MEPS Liaison and with the aid of references and during a period of practical application, use Appendix "C" to complete the DD Form 1966/2 MPPM IAW MCO P1100. 72B (MPPM ENLPROC). (8412.6.6b)

3) Given the billet of MEPS Liaison and with the aid of references and during a period of practical application, locate required waiver code entries for the DD Form 1966/1 in the MPPM IAW MCO P1100. 72B (MPPM ENLPROC). (8412.6.6c)
MEPS. 6

4) Given the billet of MEPS Liaison and with the aid of references and during a period of practical application, make the appropriate entries DD Form 1966/3 in the MPPM IAW MCO P1100. 72B (MPPM ENLPROC). (8412.6.6d)

5) Given the billet of MEPS Liaison and with the aid of references and during a period of practical application, make the appropriate entries DD Form 1966/4 in the MPPM IAW MCO P1100. 72B (MPPM ENLPROC). (8412.6.6e)

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX G - SUPPORTING DOCUMENTS

LESSON DESIGNATOR:
MEPS.7

LESSON TITLE:
SUPPORTING DOCUMENTS

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.25 - 1.25	L, D,	VD,TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the billet of MEPS Liaison and with the aid of references be able to determine an applicants eligibility for enlistment in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.7).

ENABLING LEARNING OBJECTIVES:

1) Given the billet of MEPS Liaison and without the aid of references be able to verify the social security number in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.7a).

2) Given the billet of MEPS Liaison and without the aid of references be able to verify the age in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.7b).

3) Given the billet of MEPS Liaison and without the aid of references be able to verify the name used for enlistment in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.7c).

4) Given the billet of MEPS Liaison and without the aid of references be able to verify education in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.7d).

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX H - DD FORM 4

LESSON DESIGNATOR:
MEPS.8

LESSON TITLE:
DD FORM 4

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the billet of MEPS Liaison and without the aid of references identify in writing how to verify the DD Form 4 for completeness and accuracy in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.8)

ENABLING LEARNING OBJECTIVES:

1. NONE

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX I - Electronic Personnel Security Questionnaire

LESSON DESIGNATOR:

MEPS.9

LESSON TITLE:

Electronic Personnel Security Questionnaire

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD,TP, SHO

Terminal Learning Objective: Given the billet of MEPS Liaison and without the aid of references, complete the Electronic personnel Security Questionnaire (EPSQ) IAW MCRC FC 041-00 dtd 25 Sep 00 and the Defense Security Service EPSQ Customer Manual Version 2.0.

Enabling Learning Objectives:

- 1) Given the billet of MEPS Liaison and without the aid of references, state the purpose of the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 041-00 dtd 25 Sep 00 and the Defense Security Service EPSQ Customer Manual Version 2.0.
- 2) Given the billet of MEPS Liaison and without the aid of references, state procedures for submitting the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 041-00 dtd 25 Sep 00 and the Defense Security Service EPSQ Customer Manual Version 2.0.
- 3) Given the billet of MEPS Liaison and without the aid of references, identify when to submit the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 041-00 dtd 25 Sep 00 and the Defense Security Service EPSQ Customer Manual Version 2.0.
- 4) Given the billet of MEPS Liaison and without the aid of references, identify the versions of the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 041-00 dtd 25 Sep 00 and the Defense Security Service EPSQ Customer Manual Version 2.0.

REFERENCES:

1. MCRC FC 041-00

MEPS COURSE

SECTION IV - ANNEXES

ANNEX J - Moral (Police Criteria)

LESSON DESIGNATOR:
MEPS.10

LESSON TITLE:
Moral (Police Criteria)

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the billet of MEPS Liaison and with the aid of references be able to screen for and process applicants with moral disqualification's in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10)

ENABLING LEARNING OBJECTIVES:

- 1) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the purpose of screening for moral character accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10a).
- 2) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the definitions in moral criteria in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10b).
- 3) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the moral verification process in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10c).
- 4) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the sources for moral disqualification's in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10d).
- 5) Given the billet of MEPS Liaison and without the aid of references be able to identify in writing the interview process for moral qualifications in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10e).
- 6) Given the billet of MEPS Liaison and without the aid of references be able to determine in writing the type of offense in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.10f).

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX K - Waivers

LESSON DESIGNATOR:
MEPS.12

LESSON TITLE:
Waivers

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D,	VD, TP, SHO

TERMINAL OBJECTIVE: Given the billet of MEPS Liaison and with the aid of references be familiar with information and policies pertaining to waivers of enlistment criteria in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12)

ENABLING LEARNING OBJECTIVES:

- 1). Given the billet of MEPS Liaison and with the aid of references be able to state the two reasons why waivers are recommended in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12a)
- 2). Given the billet of MEPS Liaison and with the aid of references be able to discuss waiver responsibilities in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12b)
- 3). Given the billet of MEPS Liaison and with the aid of references be able to explain the "Whole Person" Concept in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12c)
- 4). Given the billet of MEPS Liaison and with the aid of references be able to identify waiver authority levels in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12d)
- 5). Given the billet of MEPS Liaison and with the aid of references be able to state Operations Section Responsibilities in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12e)
- 6). Given the billet of MEPS Liaison and with the aid of references be able to state MEPS Liaison Responsibilities in accordance with MCO P1100.72B (MPPM ENLPROC). (8412.6.12f)

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX L - Programs

LESSON DESIGNATOR:
MEPS.13

LESSON TITLE:
Programs

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L, D,	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: Given the billet of Meps LNCO and with the aid of reference be able to make proper program assignments in accordance with Vol III, Guidebook for Recruiting Operations, MCO P1100.72B (MPPM ENLPROC), MCO 1130.53N, and District/RS Programs book.

ENABLING LEARNING OBJECTIVE:

1). Given the billet of MEPS LNCO and with the aid of references be able to identify the MCO's on the various enlistment programs in accordance with Vol III, Guidebook for Recruiting Operations, MCO P1100.72B (MPPM ENLPROC), MCO 1130.53N, and District/RS Programs book.

2). Given the billet of MEPS LNCO and with the aid of references be able to screen applicants for program assignment in accordance with Vol III, Guidebook for Recruiting Operations, MCO P1100.72B (MPPM ENLPROC), MCO 1130.53N, and District/RS Programs book.

3). Given the billet of LNCO and with the aid of references be able to complete statements of Understanding (SOU) in accordance with Vol III, Guidebook for Recruiting Operations, MCO P1100.72B (MPPM ENLPROC), MCO 1130.53N, and District/RS Programs book, and District/RS Programs book.

REFERENCES:

1. MCO P1100.72 MPPM
2. MCO 1130.53N

MEPS COURSE

SECTION IV - ANNEXES

ANNEX M - Prior Service

LESSON DESIGNATOR:
MEPS.14

LESSON TITLE:
Prior Service

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L, D,	VD, TP, SHO

TERMINAL OBJECTIVE: Give the billet of MEPS Liaison and with the aid of reference be able to process prior-service applicant in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.14).

ENABLING LEARNING OBJECTIVES:

1). Given the billet of MEPS Liaison and without the aide of references be able to identify in writing the the two types of Prior-Service programs in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.14a).

2) Given the billet of MEPS Liaison and with the aid of reference be able to identify in writing the have an understanding of RS processing requirements in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.14b).

3) Given the billet of MEPS Liaison and with the aid of reference be able to identify in writing MCRC processing requirements in accordance with MCO 1130.58D, and MCO 1100.77. MCO P1100.72B (MPPM ENLPROC) (8412.6.14c).

4) Given the billet of MEPS Liaison and with the aid of reference be identify in writing how to provide the RS with information on how to expedite processing of request in accordance MCO 1130.58D, and MCO 1100.77. MCO P1100.72B (MPPM ENLPROC) (8412.6.14d).

5) Given the billet of MEPS Liaison and with the aid of reference be able to identify in writing explain the documents required to process applicants in accordance with current , MCO 1130.58D and MCO 1100.77. MCO P1100.72B (MPPM ENLPROC) 8412.6.14e).

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX M - Prior Service

LESSON DESIGNATOR:
MEPS.14

LESSON TITLE:
Prior Service

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L, D,	VD,TP, SHO

TERMINAL OBJECTIVE: Give the billet of MEPS Liaison and with the aid of reference be able to process prior-service applicant in accordance with Volume III Guidebook for Recruiting Station Operations and MCO P1100.72B (MPPM ENLPROC) (8412.6.14).

ENABLING LEARNING OBJECTIVES:

6) Given the billet of MEPS Liaison and with the aid reference be able to identify in writing when a MCRC prior-service waiver is required in accordance with current , MCO 1130 58D, and MCO 1100.77.MCO P1100.72B (MPPM ENLPROC)8412.6.14f)

7) Given the billet of MEPS Liaison and with the aid of reference be able to identify in writing how to process a DD 368 in accordance with current MCO 1130.58D, and MCO 1100.77.MCO P1100.72B (MPPM ENLPROC)8412.6.14g)

8) Given the billet of MEPS Liaison and with the aid of reference be able to identify in writing when MCRC prior service waiver is required in accordance with current MCO 1130.58D, and MCO 1100.77.MCO P1100.72B (MPPM ENLPROC)8412.6.14h) .

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX N - Entry Level Training Assignment

LESSON DESIGNATOR:
MEPS.15

LESSON TITLE:
Entry Level Training Assignment

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L, D	VD, TP, SHO

TERMINAL LEARNING OBJECTIVE: With the aid of references identify in writing the different requirements in contracting reserve recruits in accordance with the MPPM. (MCO P1100.72)

ENABLING LEARNING OBJECTIVES:

- 1) With the aid of references identify in writing the steps in screening reservists in accordance with the MPPM. (MCO P1100.72)
- 2) With the aid of references identify in writing the Category P Program in accordance with the MPPM. (MCO P1100.72)
- 3) With the aid of references identify in writing the requirements for Split Incremental Reservists in accordance with the MPPM. (MCO P1100.72)

REFERENCES:

1. MCO P1100.72 MPPM

MEPS COURSE

SECTION IV - ANNEXES

ANNEX O - PSS INTERPERSONAL MANAGEMENT SKILLS

LESSON DESIGNATOR:
IMS

LESSON TITLE:
PSS Interpersonal Management Skills

Page 1 of 6

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
13.5 - 13.5	L,D,PA,RP	FC,FCH,C,WB,TXT,TV,VT,VCR

TERMINAL LEARNING OBJECTIVE: With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS demonstrate the interpersonal communication skills, problem analysis process and coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9)

ENABLING LEARNING OBJECTIVES:

- 1) Without the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the roles of a MEPS Liaison, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9a)
- 2) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain what successful communicators do, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9b)
- 3) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain when it is important to clarify and confirm, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9c)
- 4) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to clarify and confirm, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9d)
- 5) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain when to provide balanced feedback, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9e)

REFERENCES:

1. IMS Leader's Kit

MEPS COURSE

SECTION IV - ANNEXES

ANNEX O - PSS INTERPERSONAL MANAGEMENT SKILLS

LESSON DESIGNATOR:

IMS

LESSON TITLE:

PSS Interpersonal Management Skills

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
13.5 - 13.5	L,D,PA,RP	FC,FCH,C,WB,TXT,TV,VT,VCR

TERMINAL LEARNING OBJECTIVE: With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, demonstrate the interpersonal communication skills, problem analysis process and coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9)

ENABLING LEARNING OBJECTIVES:

6) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to provide balanced feedback, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9f)

7) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the difference between and acknowledging and merits, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9g)

8) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to open a discussion, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9h)

9) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to explore ideas during a discussion, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9i)

10) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to close a discussion, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9j)

REFERENCES:

1. IMS Leader's Kit

MEPS COURSE

SECTION IV - ANNEXES

ANNEX O - PSS INTERPERSONAL MANAGEMENT SKILLS

LESSON DESIGNATOR:
IMS

LESSON TITLE:
PSS Interpersonal Management Skills

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
13.5 - 13.5	L, D, PA, RP	FC, FCH, C, WB, TXT, TV, VT, VCR

TERMINAL LEARNING OBJECTIVE: With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, demonstrate the interpersonal communication skills, problem analysis process and coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9)

ENABLING LEARNING OBJECTIVES:

11) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain what is a difference, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9k)

12) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to define a difference, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9l)

13) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain when to discuss a difference, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9m)

14) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, how to discuss a difference, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9n)

15) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain when you should use the skill of crediting, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9o)

REFERENCES:

1. IMS Leader's Kit

MEPS COURSE

SECTION IV - ANNEXES

ANNEX O - PSS INTERPERSONAL MANAGEMENT SKILLS

LESSON DESIGNATOR:
IMS

LESSON TITLE:
PSS Interpersonal Management Skills

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
13.5 - 13.5	L,D,PA,RP	FC,FCH,C,WB,TXT,TV,VT,VCR

TERMINAL LEARNING OBJECTIVE: With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, demonstrate the interpersonal communication skills, problem analysis process and coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9)

ENABLING LEARNING OBJECTIVES:

16) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to give an effective credit, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9p)

17) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, define what is a problem, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9q)

18) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, describe the cause and effect diagram, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9r)

19) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to use the cause and effect diagram, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9s)

20) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the role of the coach, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9t)

REFERENCES:

1. IMS Leader's Kit

MEPS COURSE

SECTION IV - ANNEXES

ANNEX O - PSS INTERPERSONAL MANAGEMENT SKILLS

LESSON DESIGNATOR:
IMS

LESSON TITLE:
PSS Interpersonal Management Skills

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
13.5 - 13.5	L, D, PA, RP	FC, FCH, C, WB, TXT, TV, VT, VCR

TERMINAL LEARNING OBJECTIVE: With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, demonstrate the interpersonal communication skills, problem analysis process and coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9)

ENABLING LEARNING OBJECTIVES:

21) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the two main tasks of coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9u)

22) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the term developmental climate, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9v)

23) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the Coaching Issues Diagram, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9w)

24) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the three steps of diagnosis, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9x)

25) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the three steps of action planning, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9y)

REFERENCES:

1. IMS Leader's Kit

MEPS COURSE

SECTION IV - ANNEXES

ANNEX O - PSS INTERPERSONAL MANAGEMENT SKILLS

LESSON DESIGNATOR:
IMS

LESSON TITLE:
PSS Interpersonal Management Skills

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<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
13.5 - 13.5	L,D,PA,RP	FC,FCH,C,WB,TXT,TV,VT,VCR

TERMINAL LEARNING OBJECTIVE: With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, demonstrate the interpersonal communication skills, problem analysis process and coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9)

ENABLING LEARNING OBJECTIVES:

26) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain why it's important to have buy in for successful coaching, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9z)

27) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain the three functions of the strategist role, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9aa)

28) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to use the communication skills tool kit, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9bb)

29) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, explain how to use the coaching tool kit, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9cc)

30) With the aid of references, given an assignment of duties as a MEPS Liaison at a MEPS, describe how to use the resource matrix and solution finder, in accordance with Achieve Global's Professional Selling Skills Interpersonal Management Skills. (84XX.1.9dd)

REFERENCES:

1. IMS Leader's Kit

MEPS COURSE

SECTION V - STUDENT PERFORMANCE EVALUATION

1. **SCOPE:** There is one measurement method used at the MEPS Course. Lesson material is evaluated by written exam.
2. **MASTERY LEARNING:** The evaluation process utilized in this course stresses student achievement of all assigned learning objectives. Students are expected to master 100% of all learning objectives presented during all periods of instruction. Evaluations are used to determine mastery of the overall terminal objectives.
3. **EVALUATION OF STUDENTS:** Each student is evaluated through a written, evaluation.
 - a. **Written Evaluations:** The students are given a written multiple choice examination to ensure mastery of all assigned learning objectives.
 - b. **Practical Application:** Students are required to demonstrate skill proficiency through practical application. Students are given an opportunity to screen applicants. Instructors evaluate student performance and provide feedback to ensure mastery of learning objectives is achieved. It is the responsibility of the MEPS Course staff to render assistance to each student and group needing help to achieve mastery.
 - c. **Performance Evaluation:** Lesson material is presented to demonstrate to the students how to utilize the material in the most effective way in a MEPS Liaison environment.
 - d. **Tests:**

<u>Test Title</u>	<u>Method</u>	<u>Time</u>
MEPS Course Exam	Written	1.0 Hrs
Field Exercise	Practical Application	2.0 Hrs

MEPS COURSE

SECTION VI - TASK LIST

TASK NUMBER	TASK	FS	MOJT SUST	GRADE
84XX.6	<u>RECRUITING STATION MEPS LIAISON</u>			
84XX.6.1	QUALITY CONTROL DIVISION PROCEDURES	P	S/12	E5-E9
84XX.6.2	ID MILITARY ENTRANCE PROCESSING STATION SECTIONS	P	S/12	E5-E9
84XX.6.3	ID MEPS DUTIES PART I	P	S/12	E5-E9
84XX.6.4	ID MEPS DUTIES PART II	P	S/12	E5-E9
84XX.6.5	MEPS LIAISON ORGANIZATION TIME MANAGEMENT PRINCIPLES	P	S/12	E5-E9
84XX.6.6	COMPLETE DD FORM 1966	P	S/12	E5-E9
84XX.6.7	DETERMINE ELGIBILITY WITH SUPPORTING DOCUMENTS	P	S/12	E5-E-9
84XX.6.8	COMPLETE DD FORM 4	P	S/12	E5-E9
84XX.6.9	COMPLETE ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE	P	S/12	E5-E9
84XX.6.10	SCREEN MORAL (POLICE) CRITERIA	P	S/12	E5-E9
84XX.6.11	PREPARE WAIVERS	P	S/12	E5-E9
84XX.6.12	IDENTIFY ENLISTEMENT PROGRAMS	P	S/12	E5-E9
84XX.6.13	IDENTIFY PROCEDURES TO PROCESS PRIOR SERVICE APPLICANTS	P	S/12	E5-E9
84XX.6.14	ID REQUESTS FOR ENTRY LEVEL TRAINING ASSIGNMENTS	P	S/12	E5-E9
84XX.6.15	DEMONSTRATE INTERPERSONNEL MANAGEMENT SKILLS	P	S/12	E5-E9

SECTION VII - COURSE EVALUATION

1. **GENERAL:** This course will be continually revised through summative evaluations to assure the efficiency and effectiveness of the instructional program. Data collected will focus on student performance; instructor performance; course material and the instructional environment. If resources are available, a comprehensive assessment of the instructional program (a collective examination of student performance, instructor performance, course materials, and instructional environment) will be conducted to ensure the instructional program is meeting the goals for effective and efficient instruction. Data analysis and interpretation will be provided to the Course Content Review Board (CCRB) for review. The CCRB will carefully review the findings with the supporting data and forward a CCRB Record of Proceedings (ROP) to the Director, Formal School/Training Center. Upon arrival by the Director, the specific recommendations documented in the CCRB ROP will be implemented. Should approval by higher headquarters be needed, those recommendations will be forwarded in compliance with local school SOP.

2. **SUMMATIVE EVALUATION:**

a. **Student Performance:** Student performance will include test results, written and performance. This will provide the most direct measure of instructional effectiveness through the assurance that students are mastering anticipated learning objectives.

b. **Instructional Performance:** The instructor's performance will be evaluated to ensure the instructors are effectively and efficiently presenting instruction. This will be accomplished through the use of Instructional Rating Forms (IRF) and observation by class auditors. (e.g. supervisors, coworkers)

c. **Course Materials:** Course materials (e.g. lesson plans, student materials, supplemental student materials, media, and test items) will be evaluated to ensure course objectives are effectively and efficiently met. This will be accomplished by the use of the course critiques, After Instruction Reports (AIR), and questionnaires provided to graduates.

d. **Instructional Environment:** The instructional environment will continually be reviewed to assure the instructional environment promotes transfer of learning. This will be through the observation by class auditors (e.g. supervisors, coworkers) and IRF's completed by the students.

e. **Instructional Program:** Dependent upon resources available, the Director of the formal school/training center will conduct periodic evaluations of the instructional program to ensure program continues to meet anticipated goals.

MEPS COURSE

SECTION VIII - DISTRIBUTION

DISTRIBUTION:

QUANTITY

CG, MCCDC (C461)	3
CG, MCRC	1
COMMARFORLANT	1
COMMARFORPAC	1
COMMARFORRES	1
American Council on Education (ACE)	1
Marine Corps Institute (MCI)	